



Planning & Community Development

# BUILDING PERMIT SUBMITTAL CHECKLIST FOR PLANNED ACTION IN NORTH CITY

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

- ☐ **City of Shoreline Permit Application**  
(attached)
- ☐ **Fire Flow Availability:** Required for all new commercial and residential construction; all commercial additions and remodels; and additions and remodels of residences where the total gross area exceeds 2,500 square feet must show the distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant. City of Seattle Public Utilities customers: To obtain a Water Availability Certificate, call (206) 684-5800. Shoreline Water District customers: To obtain a Certificate of Fire Flow Availability, call (206) 362-8100. The Highlands customers: To obtain a Water Availability Certificate, call (206) 362-2100.
- ☐ **Certificate of Sewer Availability:** Required for all permit applications. Obtain from Ronald Wastewater District (206) 546-2494.
- ☐ **Site Plans – three (2 full size and 1 reduced - maximum 11" x 17") copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for co-locations only may not require as detailed of a site plan.
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Location, identification and dimensions of all proposed and existing buildings and their uses.
  - Note structure height. The structure height must be calculated based on the average existing grade. The calculation is to be illustrated on the elevations.
  - Dimensions of all property lines.
  - Building/structure setbacks from front, side, and rear property lines.
  - Buildings within 50' of the proposed structure.

- Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
- Location of existing parking spaces, include traffic flow and all internal walkways.
- ☐ **Civil Engineering Plans – three (3) copies**  
Drawn to engineering scale.
  - Site survey map prepared, stamped and signed by licensed surveyor.

## **Grading**

- Clearing limits and trees to be retained.
- At least two cross-sections, one in each direction, showing existing and proposed contours and horizontal and vertical scales past excavation, filled areas or cleared areas (indicate depth of cut/fill).
- Quantity of excavation and embankment in cubic yards.
- Quantity of surplus or unsuitable excavation materials to be exported from the site.
- Quantity of material to be imported to the site.
- Proposed disposal site with anticipated haul routes.

## **Erosion Control**

- Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds.
- All construction details and notes associated with each erosion control method.
- Contact information of the responsible on site erosion control manual.

## **Drainage and Paving**

- Surface water distribution point and hydrological features.
- Plan view of drainage system and associated paving.
- Profiles of drainage system and roadway improvements.
- Declaration of Covenant or dedication of drainage easement to be recorded on title of property.

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

The Development Code (Title 20) is located at [mrsc.org](http://mrsc.org)

- Details of all structures and drainage facilities including, catch basins, flow control devices, water quality, and infiltration facilities.
- City of Shoreline Standard Notes.

#### **Utilities**

- Approval by utility provider.

#### **Documents**

- Downstream analysis, drainage calculations and soils information.
- Maintenance Manual for all drainage facilities.
- Geo-technical or soils report.

#### ☐ **Final Landscaping Plans - two (2) copies**

- Identify all existing vegetation/landscaping.
- Location, size and spacing of all proposed plantings at maturity.
- Plant schedule that includes the plants' common and botanical names and the planting size and quantity to be planted with a certified and registered landscape architect, contractor or nurseryman.
- Planting details for ground cover, shrubs, trees, and street trees.

#### ☐ **Construction Drawings – three (3) copies** drawn to architectural scale.

- All buildings with more than 4,000 square feet or multi-family buildings with more than four (4) units must have plans and calculations stamped and signed by a licensed architect or engineer.
- State which edition was used for each of the International Building, Fire and Mechanical Codes and Uniform Plumbing Code.

#### **Non-Structural**

- Proposed uses of the building(s) i.e. retail, wholesale, office, multi-family dwellings, etc.
- Sprinklers and/or fire alarms.
- International Building Code (IBC) Occupancy Group and Type of Construction of existing and proposed buildings.

- Detailed breakdown of use and square footage by floor level for each individual building on site. Show the occupant load and/or number of employees in each space.
- Floor Plans of each floor. Identify scale, dimensions and uses of each area. Show equipment and layout for all areas of the building, stock storage height, and list of types and quantity of materials stored.
- Elevations—all sides of structure.
- Building and wall sections.
- Fire-rated assemblies and penetrations with details and listings.
- Fire and smoke dampers.
- Method of heating—electrical, gas, etc.

#### **Structural**

- Foundation Plans.
- Structural framing for all floors and roofs.
- Construction details with detail cuts so they can be located on the plans.

#### **Energy**

- Insulation for walls, floors, ceilings, mechanical, and all R-values.
- U-values for all doors and window glazing.
- Lighting and switching plans for all spaces.

#### **Documentation**

- Engineering calculations for gravity and lateral loads (wind and/or seismic) and special connections. The plans and calculations must specify all design parameters as listed in the International Building Code Section 1603.
- Completed 2003 Washington State Energy Code compliance forms for envelope, mechanical, and lighting (attached).
- Quality Assurance Plan for seismic maintenance where required by International Building Code Section 1705.

- ☐ **Mechanical Plans – three (3) copies** (may be submitted as a separate permit). See the Mechanical Permit Submittal Checklist.

- ☐ **Submittal Fee:** Based on valuation.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

Please note: Fees effective 1/2011 and are subject to change.

#### **OTHER PERMITS:**

Right-of-Way   Fire Alarm Fire Sprinkler   Mechanical   Plumbing   Gas Piping   Electrical   Boilers